



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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BID/RFP ADDENDUM

Date: 6/8/2015

Addendum No. 2

BID/RFP No. RFP-14-055-ND BID/RFP TITLE: Professional Development Services for Non-Public Schools

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

1. Please see the following pages that address the questions received for this solicitation, as well as modifies the conditions of this RFP.

All other terms and conditions within the above-referenced RFP remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid.

1. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been submitted, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

I acknowledge receipt of Addendum Number 2

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

QUESTIONS RECEIVED FOR THIS SOLICITATION

1. How many schools are there that would have access to our services under this program?

Answer: We don't have an exact number at the present time, as the schools are still submitting applications. In the past it has been a little over 100 schools.

2. What is their combined enrollment?

Answer: Enrollment varies year to year and is determined in the fall.

3. Do the independent schools have a student enrollment number that they have to meet?

Answer: No, the independent schools do not have a student enrollment number that they have to meet.

4. Is this the first year M-DCPS has gone out to bid for this particular program?

Answer: No, this is not the first year that M-DCPS has gone out to bid for this particular program.

5. Does the district anticipate awarding multiple vendors?

Answer: The Selection Committee, through the Buyer, may make a written determination that it is in the District's best interest to conduct additional negotiations with more than one Proposer.

6. Who are the current vendors performing this service?

**Answer: This information can be found on the M-DCPS procurement website:
<http://procurement.dadeschools.net/>**

7. Assuming this is not the first year, what is the estimated amount of annual expenditure made under this program?

Answer: The estimated amount of annual expenditure made under this program is a not to exceed amount of \$275,000.

8. Is there specific curriculum program you're looking for or are you looking for several a la cart offerings?

Answer: Several a la cart offerings that also may be coordinated directly with the non-public schools if they are within the topics described in the scope of work.

9. Will PD occur on sites provided by the private schools?

Answer: PD may occur on sites provided by the private schools or on sites coordinated with the vendor.

10. Is it expected that teachers from multiple schools will gather at a site, or must all PD occur within a school for its faculty and staff only? (for example, could media specialists from multiple schools gather at one location for PD?)

Answer: PD may occur within a school or in a venue where teachers from multiple schools can attend.

11. Which of these times is it expected that PD will occur? During school day, after school day, on Saturday (i.e. for Catholic and Christian educators), on Sunday (i.e. for Jewish educators), on teacher workdays, on legal holidays, on school holidays, before school is in session?

Answer: Scheduling of the PD may occur at any of these times and is coordinated directly between the vendor and the non-public schools.

12. If PD occurs during the work day, is the non-public school responsible for the cost of substitutes or other coverage, not this RFP?

Answer: The cost associated with substitute coverage for PD conducted during the time school is in-session is the responsibility of the non-public school.

13. May a course that is for CEUs offer an optional "extra requirement" and fee for the participant to receive college credit for it? (all who complete get CEUs but a more extensive requirement and partial tuition payment could be required for credit instead of CEUs)

Answer: Offerings that have an option for the participant to receive college credit are acceptable, however the fee associated is the participant's responsibility.

14. Section 2.3 #2 – How are we going to measure the accountability? Is that something we are going to have to do or is this something the school is going to be doing?

Answer: The vendor will need to implement an evaluation that is specific to the course and would enable teachers participating to look for evidence of implementation and learning.

15. Section 2.3 – **Deliverables** – Item 4 Monitoring the application and impact of professional development on teacher practice and student achievement. Who is responsible for monitoring the development?

Answer: The vendor must have a mechanism or evaluation to monitor the impact of the professional development offered.

16. Section 2.3 – **Required Information to be submitted by the proposer** – do the samp pages include cover pages, dividers, and exhibits?

Answer: The 15 pages are only to include the response to the items listed under page 24 section 2.3. The client reference exhibits are only to count for one page.

17. What are the specific objectives of this RFP?

Answer: Specific objectives are outlined in the Scope of Work and in accordance with Title II Guidelines.

18. What available technology can we expect at the schools we are delivering the PD?

Answer: Available technology will vary from school to school. Once the participating schools are determined, a technology survey may be sent to determine availability.

19. Are we permitted to attend the committee meeting when the committee meets to discuss the submitted RFPs?

Answer: Yes, the meeting is open to the public. However, the public may not address the Committee Members.

20. When will the PD services commence?

Answer: In the fall of 2015.

21. Will representatives from the Non-public schools be invited to sit on the Selection Committee?

Answer: Yes, representatives from the Non-public schools will be invited to sit on the Selection Committee.

22. Section 1.11 Additional Information/Amendment states that the Executive Assistant to the Clerk of the School Board should be copied on written communications or emails. Please provide the contact information for the Clerk.

Answer: To obtain the contact information to the Clerk, please refer to section 1.25 of the RFP.

23. Section 2.3 states “Each proposer must possess a minimum of 5 years [sic] experience.” We recently spun off a division of A Plus Educators and Mind Streams to form Mind Streams Education. May we rely on the previous experience of the management team to satisfy this requirement?

Answer: Yes, previous experience may apply.

24. The five years of experience refers to the experience of the business owner or the staff developers?

Answer: The five years of experience refers to the experience of the entity as a whole.

25. Section 3.1 Price Proposal: Professional Development Delivered Locally; We have multiple sessions and the cost per session may vary for a variety of reasons. How may we show the cost of these varied sessions?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

26. Section 3.2 Price Proposal: Online Courses: Courses are available from multiple universities. How do we show the cost for the various universities?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

27. Section 3.3 Price Proposal: College Courses with Credit: Courses are available from multiple universities. How do we show the cost for the various universities?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

28. Section 3.4 Price Proposal: Coaching, Modeling, Support: We have multiple sessions and the cost per session may vary for a variety of reasons. How may we show the cost of these varied sessions?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

29. Is the Sample Contract to be included in the RFP response? If so, is the Proposer to fill in any sections?

Answer: Yes, the sample contract is to be included in the RFP response as Item 9, as stipulated in Section 4.0. No, the proposer would not need to fill out any section.

30. Proposer Experience Form (page 49) Under "Additional Information", is the Proposer to provide this information or will the reference be asked to complete this information?

Answer: The information should be submitted along with your proposal. Who the information is submitted by is up to the vendor. M-DCPS reserves the right to verify the validity of the partnership.

31. Page 24 – Section 2.3 – Item E –Is proof of CEU's applicable to the vendors employees providing services or is this asking for the vendors ability to provide CEU's to the non-public school teachers participating in the services?

Answer: This is referring to the vendor's ability to provide CEU's.

32. Exhibit 8-Should vendors disclose an advisory, ownership or employment position of a non-public school official with their Company? Or is this only applicable to public school officials?

Answer: Exhibit 8 is only applicable to public school officials.

33. On RFP page 7, you request (8) electronic versions of the proposal on CD or memory stick. Is that simply 8 duplicate files on the same memory stick, or 8 separate memory sticks, each containing a single file?

Answer: We are requesting 8 duplicate files on 8 separate memory sticks.

34. How many educators does this RFP initiative plan to serve in the private school system? This specific information is helping for producing accurate pricing proposals

Answer: Number of teachers will vary from year to year. An average number of teachers serviced is approximately 2,500. A more accurate number of teachers at participating schools will be available in the fall.

35. What specifically are the required professional services? Are these the required services? (p. 22 Deliverables):

- Teacher Effectiveness
- Supporting Beginning Teachers
- Leadership Training for principals and other instructional leaders
- Implementation of the Florida Standards
- Technology Integration in the Classroom
- Addressing the Needs of Students with Different Learning Styles
- Data-Driven Instruction
- Strategies to Improve Student Behavior
- Strategies to Assist Teachers with Parental Involvement

Answer: Services provided should include the topics referenced above

36. Are we required to address all 4 items in the Price Proposal (p. 25 Section 3.0)? For example, our organization does not offer college courses. How would we respond to that item, or are we disqualified?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

37. What is the process to connect the awarded vendor with the schools who will take advantage of this opportunity?

Answer: Once we have a list of the participating schools and the vendors selected, we will proceed to give the vendors a list of the participating schools and there would be a meeting among the heads of these institutions.

38. Will the bidders conference be recorded and will it be accessible?

Answer: Yes, the bidders conference will be recorded and it would be made accessible if a public records request is completed.

39. One of our services is a school site examination and classroom visit tour to identify professional development needs. This is not able to be calculated on a per person rate as indicated in the budget documents. However, it can be a powerful option for the schools. How should this cost be indicated on the required budget sheets?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

40. The RFP indicates there is a \$275,000 budget cap for these services. Is it correct to assume this is for all the non-public schools served by Miami-Dade? Therefore, it is NOT \$275,000 per school but a package of a range of services not to exceed \$275,000 for a cohort of non-public schools?

Answer: The \$275,000 is a budget cap for all the non-public schools served in Miami-Dade.

41. Who will be on the evaluation committee?

Answer: Per Board Policy 6320, the committee shall consist of at least: (1) two (2) individuals from the originating bureau/office, however, not more than one (1) of these individuals can be from the requesting department; (2) two (2) individuals from outside the bureau/office; (3) one (1) individual from the Office of Economic Opportunity; and (4) one (1) individual from Procurement Management Services (non-voting). Additional members may be appointed at the discretion of the Superintendent or his/her designee. The committee shall to the extent possible, be ethnically and gender representative.

42. What is the date, time and location of the evaluation meeting date?

Answer: The evaluation committee meeting is currently scheduled for July 16th at the School Board Administration Building at 11:00 a.m. The meeting date will be posted on the School Board Master Calendar.

43. For 3.1 and 3.4, do we have to submit both a price for group or price per participant? Can we solely submit a price per group?

Answer: Please submit a price proposal that adequately represents the services your agency provides and the selection committee will conduct the evaluation.

44. Why is section 3.1 the only section that requests a cost per group?

Answer: The other services are usually services that involve less than 20 people and are therefore priced per participant.

45. Who certifies vendors to be SBE/MBE?

Answer: M-DCPS certifies the vendors as being SBE/MBE, as discussed in Section 1.14 of this RFP.

46. Is there a date and time scheduled for the oral presentations?

Answer: No, because we don't know if it will be needed.

47. Are the schools required to participate?

Answer: No, the schools are not required to participate.

48. How is the funding split among the schools?

Answer: Funding is not split among schools. All schools should have access to all the PD activities provided by the vendor and determined by the needs assessment of the group represented.

MODIFIED CONDITIONS OF THE SOLICITATION

1. Pages 8-9, Section 1.11 Additional Information/Amendment is changed and replaced with the following:

Requests for additional information or clarifications must be made in writing and received by the Buyer for this RFP, in accordance with **Section 1.4** above, no later than the deadline for receipt of questions specified in the RFP Timetable (see **Section 1.3**). The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, email and facsimile number.

Email requests for additional information will be received by the Buyer at the email address specified in **Section 1.4** above. Emails should have at a minimum, the Proposer's name, name of Proposer's contact person, address, phone number, facsimile number, and RFP number and title. A copy of any written communication or email must be sent to the Executive Assistant to the Clerk of the School Board as fully described in **Section 1.25** above.

The District will issue responses to inquiries and any other corrections or changes it deems necessary by way of written solicitation amendments issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written amendments to this RFP. Where there appears to be conflict between the RFP and any amendments, the last amendment issued shall prevail.

It is the Proposer's responsibility to assure receipt of all amendments. The Proposer should verify with the designated Buyer prior to submitting a proposal that all amendments have been received. Proposers are required to acknowledge the number of amendments received as part of their proposals (see attached **Exhibit 3**).

Proposers who obtain copies of this RFP from sources other than the District's Department of Procurement Services risk the potential of not receiving amendments, since their names will not have been included on the Proposer List for this particular RFP. Such Proposers are solely responsible for those risks.

2. Page 29, Section 4.0 Proposal Submission and Format, Contents and Proposal, #8 Required Forms and Attachments is changed and replaced with the following:

The Proposer must complete, sign and submit the following forms available in **Section 7.0** as part of the Proposal. If awarded a contract, the Proposer will be asked to submit a Proposer registration packet that will include all of the forms listed in **Section 7.0**.

| | |
|-----------|--|
| Exhibit 2 | Affidavit Identifying Authorized Representative(s) for Selection Committee Proceedings (RFP Process) |
| Exhibit 3 | Acknowledgment of Amendments |
| Exhibit 4 | Local Business Affidavit of Eligibility |
| Exhibit 5 | Florida Statutes on Public Entity Crimes |
| Exhibit 6 | Proposer Experience |
| Exhibit 7 | Anti-Collusion Statement |
| Exhibit 8 | Disclosure of Employment of Former School Board Employees |